9. The work of the Department during the year under review was generally satisfactory.

R. J. REGO,
Secretary to Government,
Development Department.

FINANCIAL SECRETARIAT

Prescribes revised procedure regarding the compilation of Departmental Demand, Collection and Balance Statements.

READ—

Letter No. Fl. (B) 2415-2495, dated the 17th June 1952, to the Heads of Departments calling for their remarks regarding the compilation of the Departmental Demand, Collection and Balance Statements from 26th of a month to 25th of the following month, in respect of collections remitted to Taluk Treasuries for months other than March.

2. Replies from several Heads of Departments agreeing to the change in procedure suggested.

ORDER NO. FL. (B). 5756-856—B. & T. 16-52-1, DATED BANGALORE, THE 8TH SEPTEMBER 1952.

At present, the Heads of Departments and other officers collecting departmental revenues, *viz.*, Land Revenue, Excise Revenue, etc., are getting the Demand, Collection and Balance Statements prepared by the calendar month.

2. As the Taluk Treasuries are now closing their monthly accounts on the 25th of each month (except in March), the departmental Taluk Demand, Collection and Balance Statements should also be compiled on that basis, *i.e.*, from 26th of a month to 25th of the following month, so that differences in the figures of collections between treasury and departmental figures on account of the above factor may be eliminated.

3. The above revised procedure will come into effect immediately.

M. SHAMANNA,
Secretary to Government,
Finance Department.

Transfer from one person to another or to the names of certain recognised Banks and from one Treasury to another Five-Year and Ten-Year Savings Bank Fixed Deposits.

ORDER NO. FL. (B) 5857-957—B. & T. 17-52-2, DATED BANGALORE, THE 8TH SEPTEMBER 1952.

CIRCULAR.

A. As per Circular No. 535—S. B. dated the 27th June 1939 of the Comptroller to Government, transfers of Savings Bank Fixed Deposit Receipts from one person to another, are allowed in the following cases:—

(i) To and from the names of recognised Banks, when deposited as security towards Loans advanced by such Banks;

(ii) When offered as security on behalf of a Government Officer and is to be retained in safe custody of that officer;

(iii) On the authority of Courts such as Succession Certificate or other legal documents;

(iv) When the claim of the legal heir of a deceased depositor is settled under the provisions of the Savings Bank Act.

With regard to all cases falling under items (i) to (iv) above, the following procedure should be followed:—

(i) Applications for the transfer of Fixed Deposits from one person to another should be accompanied by the original Fixed Deposit Receipts and also the specimen signature of the person in whose name the deposit is required to be transferred;

(ii) The applicant will be given by the Treasury a temporary receipt for the original Fixed Deposit Receipt, and the application should be examined with reference to the entries in the original Receipt Register and with reference to the specimen signature of the applicant (original depositor) filed in the Treasury. After such examination, the application should be sent to the Deputy Commissioners (Treasury Department) along with the original Fixed Deposit Receipt, for according sanction to the transfer;

(iii) Transfers in such cases may then be arranged for in the concerned Treasuries by noting the names of transferees on the back of the original Fixed Deposit Receipts themselves, such entries being duly attested by the Treasury Officers. The Fixed Deposit Receipts may then be returned to the parties tendering them, on the surrender of the temporary receipt;

(iv) In the Subsidiary Register of Receipts for the month in which the origina Fixed Deposit Receipts were issued, against the entries pertaining to it, a remarks to the effect that a transfer has been made to the name of the transferee should be noted in red ink;

(v) The specimen signature of the transferee will be filed in the Treasury for being referred to at the time of discharge and at the time of payment of interest;

(vi) In the case of permanent transfers of Fixed Deposit Receipts consequent on the death of the Depositors, etc., the original receipt should be cancelled and a fresh receipt bearing the same rate of interest and the same date of maturity as the original should be issued by the Treasury in the name of the transferee.

B. In the case of applications from holders of Fixed Deposit Receipts for their transfer from one Treasury to another, the following procedure shall be followed :—

(i) The name of the Treasury to which the Fixed Deposit Receipts are transferred should be noted on the back of the original Fixed Deposit Receipts in the space allotted for transfers, and duly attested by the Treasury Officer of the transferring Treasury;

(ii) Intimations of such transfers should be sent promptly by the transferring Treasury to the Treasury to which the Fixed Deposit Receipt is transferred, noting the details of such transfers in the relevant records of the transferring Treasury in such a manner as to prevent any possibility of double payments, etc.;

(iii) The specimen signature of the holder of the Fixed Deposit Receipt should also be transferred to the new Treasury along with the intimation of transfer, for future reference.

(iv) Applications for the transfer of Fixed Deposit Receipts from one Treasury to another should be accompanied by the original Fixed Deposit Receipt. The applicant will be given by the Treasury a temporary receipt for the Fixed Deposit Receipt, which should be surrendered by him when the Fixed Deposit Receipt is returned to him by the Treasury.

(v) Cases of transfers of the above kind from one Taluk Treasury to another or one Taluk Treasury to a District Treasury and *vice versa* should invariably be intimated to the Deputy Commissioners (Treasury Department) of the concerned Districts, simultaneously with each transfer.

C. All cases of transfers with the necessary particulars should invariably be intimated to the Audit Office every month by the Treasury Officer in a consolidated statement in Form No. S.B. 17 along with his monthly returns.

District Treasuries may send the consolidated statement incorporating the transfers effected in all the Taluk Treasuries under their control.

M. SHAMANNA,
Secretary to Government,
Finance Department.